

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, September 19, 2012

ITEMS

1. Call to Order

Chair Keith Caldwell called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Chair Caldwell led the salute to the flag.

3. Roll Call

Members Present:

| | |
|------------------|-------------------------|
| Leon Garcia | City of American Canyon |
| Joan Bennett | City of American Canyon |
| Michael Dunsford | City of Calistoga |
| Jack Gingles | City of Calistoga |
| Jim Krider | City of Napa |
| Jill Techel | City of Napa |
| Bill Dodd | County of Napa |
| Mark Luce | County of Napa |
| Peter White | City of St. Helena |
| John Dunbar | Town of Yountville |
| Lewis Chilton | Town of Yountville |

Members Absent:

| | |
|------------|--------------------|
| De Britton | City of St. Helena |
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Non-Voting Member Present:

| | |
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| JoAnn Busenbark | Paratransit Coordinating Council |
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4. Public Comment - None

5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update

No Reports Given.

MSC - Motioned, Seconded, and Unanimously Carried

6. Directors Update

Kate Miller, Executive Director

Stated that revisions/corrections to Consent Items 8.3 and 8.7 were provided in the Board handout packet.

Stated that Consent Item 8.13 was being pulled and tabled until a future date.

Provided an update on the progress of the Soscol Gateway Transit Center project.

Provided an update on the Jameson Canyon Widening project.

Provided a legislative update.

Requested that consent item 8.13 and regular item 12.1 be pulled and tabled until a future date.

7. Caltrans Update

No oral report given, however, provided for review was the September 2012 Caltrans Reporting Memo.

8. CONSENT ITEMS (8.1 – 8.15)

Consent Items 8.7 and 8.12 were pulled for discussion, Consent Items 8.13 was pulled and tabled until a future date.

MSC* GINGLES/GARCIA to APPROVE Consent Items 8.1-8.6, 8.8-8.11, and 8.14-8.15.

8.1 **Approval of Meeting Minutes of July 18, 2012**

Board action approve the meeting minutes of July 18, 2012.

8.2 **Resolution No. 12-24 Approving FY 12/13 Salary Ranges for Napa County Transportation and Planning Agency (NCTPA) Job Classification**

Board action adopted Resolution No. 12-24 approving the FY 12/13 Salary Ranges for NCTPA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2011 of 2.6%.

8.3 **Approval of Resolution No 12-25 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Projects List for FY 12/13**

Staff provided a revised board report to correctly identify the City of Calistoga requesting the Bicycle Rack Purchase project; however the information contained in Resolution No. 12-25 was correct as written.

Board action approved Resolution No 12-25 adopting the list of projects for the TFCA FY 12/13 Program Manger Funds, allocating \$192,532 of available funds.

8.4 Settlement Agreement between the Napa County Transportation and Planning Agency (NCTPA) and the City of Napa

Board action authorized an agreement between the City of Napa and the NCTPA which establishes an obligation from NCTPA for \$236,731.70 for costs incurred during the construction of the VINE Bus Yard Expansion project.

8.5 Disposal of Agency Surplus Property

Board action authorized the disposal of fixed and non-fixed assets as surplus property items according to NCTPA Financial Policies, Practices, and Procedures Section 2- Fixed Asset Management.

8.6 Letter of No Prejudice (LONP) to Caltrans for the Farebox Modernization Project

Board action approved Resolution No. 12-26 requesting Caltrans to issue a LONP granting approval to use Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Bond Program revenues for the VINE Transit farebox project.

8.7 Proposed Improvements to Transit Service in Yountville

Board member Dunbar requested clarification for the days and times that the expanded service would run. An error on the Sunday hours shown on the Board memo was acknowledged and corrected.

MSC* DUNBAR / CHILTON to APPROVE, with GINGLES ABSTAINING to (1) review and approve the proposed service modification to the "Yountville Trolley" to expand service days and hours throughout the week; and (2) authorize the Executive Director to enter into an Memorandum of Understanding (MOU) with the Town of Yountville for the service provision with the modification to the Sunday hours as noted.

8.8 Approval of Amendment #6 of the Transit Services Agreement No. 10-01 between the Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Inc.

Board action approved Amendment #6 of NCTPA's Transit Service Agreement No. 10-01 and authorized the Executive Director or designee to execute an amendment establishing a vehicle maintenance of \$80/hr. (plus parts), and a cleaning rate of \$30.27/hr. for the Shared Vehicle Program fleet vehicles and agency staff cars.

8.9 Proposed Improvements to the VINE Route 29 Service to BART

Board action approved the submission to the Metropolitan Transportation Commission (MTC) for proposed service modification to the VINE Route 29 to include mid-day service to the Vallejo Ferry Terminal and the El Cerrito Del Norte BART station.

8.10 Approval of Supplement No. 5 to Work Authorization No. 1 of the Professional Services Agreement No. 10-23 with Mark Thomas & Company, Inc. for Engineering and Design Support Work on the Soscol Gateway Transit Center Project

Board action approved Supplement No. 5 to Work Authorization No. 1 of the Professional Services Agreement No. 10-23 with Mark Thomas & Company, Inc. in the amount not to exceed \$12,338.00 for engineering and design support work to be performed for the Soscol Gateway Transit Center Project.

8.11 Request for Proposal (RFP) 2012-02 for Advertising Services

Board action approved the issuance of a RFP for Advertising services on NCTPA vehicles and facilities.

8.12 Approval of Task Order Contracts in Response to RFQ 2012-01 for On-call Planning Services

Mike Setty stated his concerns over the process method used for the RFQ procurement.

Kate Miller, Executive Director, reviewed the RFP process and stated that all federal laws and regulations were met. Janice Killion, Legal Counsel concurred that that all laws and requirements were followed.

MSC* GINGLES / GARCIA to APPROVE authorizing the Executive Director to execute up to ten (10) task order contracts for on-call planning services, each for a term not to exceed three (3) years.

8.13 Agreement with the Napa Valley Wine Train

At the request of staff, Item 8.13 was pulled and tabled until a future date.

8.14 SR29 Gateway Corridor Improvement Plan Study Steering Committee

Board action established a Project Steering Committee for the SR29 Gateway Corridor Improvement Plan Study, to be made up of the Mayors of the City of Napa, the City of American Canyon, and the City of Vallejo, a staff person from Caltrans, and the Chairperson of NCTPA.

8.15 VINE/VINE Go Service Report: Performance Dashboard

Information Only / No Action Taken

Provided for Board review was the monthly transit services ridership data.

9. PUBLIC HEARING

9.1 Public Hearing on Proposed Fare Changes for VINE Regional Routes 10, 11, 29 and VINE Go

Chair Caldwell opened the Public Hearing at 2:01 p.m.

Staff reviewed the new fare structure for the VINE Transit service.

Being no Public Comment, Chair Caldwell closed the Public Hearing at 2:10 p.m.

MSC* DODD / WHITE to APPROVE (1) the proposed fare changes for VINE Routes 10, 11, 29 and VINE Go (as shown in the table below); and (2) approve adoption and implementation for the fare changes effective upon commencement of the new Routes 10 and 11 service.

| VINE Routes 10/11 Cash Fares | | |
|------------------------------|------------------------|----------|
| | CURRENT | PROPOSED |
| Adult | \$1.50, \$2.25, \$3.00 | \$1.50 |
| Youth | \$1.00, \$1.75, \$2.50 | \$1.00 |
| Senior/Disabled | .75, \$1.10, \$1.35 | \$0.75 |

| VINE 31-Day Pass: Routes 10, 11, 29 | | |
|-------------------------------------|--|--------------------|
| | CURRENT | PROPOSED |
| Routes 10/11 Adult | \$48, \$72 | \$48.00 |
| Routes 10/11 Youth | \$33, \$56 | \$33.00 |
| Routes 10/11 Senior/Disabled | \$24, \$40 | \$24.00 |
| Route 29 to Ferry | \$24, \$33, \$40, \$48, \$56, \$72 | \$40, \$56, \$60 |
| Route 29 to BART | \$117, \$126, \$133, \$141, \$149, \$165 | \$80, \$112, \$120 |

Note: Day Passes and Punch Passes remain unchanged.

10. REGULAR AGENDA ITEMS

MSC - Motioned, Seconded, and Unanimously Carried

10.1 Unaudited FY 11/12 Financial Reports for NCTPA

Information Only / No Action Taken

Staff provided a review of the unaudited financial statements of NCTPA and received a budget update.

11. INTERJURISDICTIONAL ISSUES FORUM

11.1 Interjurisdictional Issues Discussion Forum and Information Exchange

Board Members shared specific new projects with interjurisdictional impacts.

12. CLOSED SESSION

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for one item as noted in the agenda (Public Employee Performance Evaluation (Government Code Section 54957))

Adjourned to Closed Session at 2:30 p.m.

12.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

Item was pulled and tabled until a future date.

12.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Executive Director

Adjourned to Open Session at 3:10 p.m.

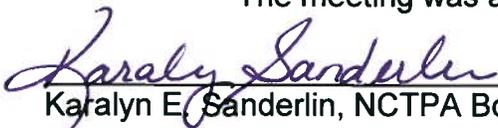
Janice Killion, NCTPA Legal reported that there was no reportable action taken during closed session.

13. ADJOURNMENT

13.1 Approval of Meeting Date of October 17, 2012 and Adjournment

The next regular meeting will be held Wednesday October 17, 2012 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 3:10 p.m.


Karalyn E. Sanderlin, NCTPA Board Secretary

MSC - Motioned, Seconded, and Unanimously Carried